



MINUTES
April 9, 2009
8:30 a.m. – 10:30 a.m.
Runge Conservation Nature Center

The meeting was called to order at 8:30 a.m. by Cathy Harris and Vicki Glenn.

MCHCP – Grace Rogers

Grace Rogers talked about the changes to the COBRA plan due to the American Recovery Reinvestment Act (ARRA). Below is a brief summary of the changes:

Individuals who are eligible for COBRA coverage because of an employee's involuntary termination of employment that occurred from September 1, 2008 through December 31, 2009, and who elect COBRA, may be eligible to pay a reduced premium that is only 35% of the premium for COBRA coverage for up to 9 months.

Employees terminated from September 1, 2008 through February 28, 2009 - If you declined to take COBRA at the time of termination or elected COBRA and later dropped it, you have a second election period to elect COBRA coverage. You should receive notification from MCHCP about a second election period. You have 60 days after receiving notification to enroll in COBRA coverage with the premium reduction.

Employees terminated from March 1, 2009 through December 31, 2009 - You should receive notification from MCHCP about electing COBRA coverage after your termination. You will have 60 days after receiving notification to enroll in COBRA coverage with the premium reduction.

Only employees who are involuntarily terminated are eligible for the COBRA premium reduction. Employees who are voluntarily terminated are eligible for COBRA coverage, but not the COBRA premium reduction. Anyone whose employment is terminated after December 31, 2009, will not be eligible for the premium reduction.

All employees who are terminated will receive a letter from MCHCP outlining the options they are given, a form that tells about the new law, summary of COBRA provisions and also a request for treatment.

Individuals at a certain level of income may not be eligible – individuals making \$145,000, or couples at \$290,000 or above are not eligible.

MCHCP will notify all human resource departments when information becomes available online. For more general information on the changes, please visit www.mchcp.org.

OA Personnel – Guy Krause

Guy stated that any department looking at hiring 18 to 24 year olds, who are planning on using stimulus money under that provision, must let OA know. Guy stated he would send out more information on this topic as it becomes available.

Guy talked a little bit about PERforM, in regards to PUD 3's. Many agencies have not entered in PUD 3's, or have just entered parts of it. OA Personnel is currently reviewing the reporting process under union agreements, and must determine exceptions to this area.

Guy also mentioned that all agencies should now be using the new I-9 forms. All agencies should also be using e-verify.

The pay plan hearing will be coming up shortly, and a memo will be sent in regards to this hearing. Guy asked that all agencies think about issues regarding their departments that may need to be addressed. Also, if any department is planning on mass changes, they must let Shelly Adams know in ITSD. Libbie also mentioned that they would take care of ten employees or less, but if more than ten they must let them know as soon as possible.

Guy talked about a recent situation and how it should be handled – employees who are re-employed and promoted in the same day. Under the circumstances, what should the agency be liable for if the individual promoted did not work out? Under state statute, the individual is considered a regular employee, and they have rights to the lower class, unless the individual does something where they should be dismissed at all levels. OA Personnel will be looking at this situation and how it should be handled.

OA Accounting – Libbie Farrell

Libbie talked about the making work pay credit. Employees should be seeing a reduction in their federal taxes. She mentioned that employees who want to change this amount must update their W-4's, and also married employees should make sure the withholding is correct. They can go to the IRS website and run their personal scenarios thru the tax withholding calculator to determine the correct amount.

OA Accounting is putting together a power point in regards to non-resident employees. They are working on a way to identify these employees in SAM II.

Libbie touched base on personnel action codes for deceased employees. All agencies need to be using this code, and Social Security and Medicare need to be exempt.

Libbie mentioned the fiscal year end schedule is short again this year. SAM II HR will be up until SAM II Financial has the expense budgets loaded.

National Employee Health & Fitness Day – Carrie Haley

Carrie talked about National Employee Health and Fitness Day. It will take place on May 20, 2009, from 11:00 a.m. to 1:00 p.m. – no extra time will be provided so employees should only use their regularly scheduled lunch time. There are four locations this year:

- Greenway at Edgewood

- Department of Natural Resources at Lewis & Clark Building
- Department of Natural Resources at East Elm
- Department of Health and Senior Services at State Laboratory

All locations hosting the walk will have water and fruit, as well as drawing for prizes. Fliers will be sent to all agencies.

Other Business

It was decided to leave the meeting every month, rather than changing to every other month.

The voting membership list was handed out – all members should look over and submit any changes.

The next meeting will be held May 14, 2009.

The meeting was adjourned.